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MEMORANDUM FOR: Chief, Plans and Policy Staff

4 September 1957

SUBJECT : Intelligence School Weekly Report #36  
29 August through 4 September 1957

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Date: <u>3-10-78</u> By: <u>35</u>

I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIES:A. Special Orientation

*W* ☐ (1) The JOT Wives' Briefing was conducted on 29 August for persons, including the C/JOTP and two members of his staff. The program was eliminated with the remarks of the DFR on the significance of the JOT program.

☐ (2) On 3 September the CIA Introduction was conducted for persons.

(3) At the request of ☐ C/MPD/PO, a five-minute talk on the Mission, Functions, and Organization of CIA was prepared for the use of the DDCI in the forthcoming briefing of the top-ranking military personnel officers.

*W & C* (4) The Departmental Briefing has been well received. It was commended by the Department of State in its biannual report to the President's Board of Consultants.

*W* *2 new programs with same staff* ☐ (5) With this report, ☐ rounds out his first year as Chief, Special Orientation Faculty. During this year two new programs were introduced: Special VIP Briefings in French, and the JOT Wives' Briefing. In addition, the FSO Briefing has been expanded to a three-hour program conducted as an integral part of every FSO course, and much the same briefing is now given at NSA in its Senior Officers Course.

B. Intelligence Orientation

*W* ☐ (1) Intelligence Orientation #13 began on 3 September. ☐ students are enrolled, ☐ of whom are JOT's. This is the largest enrollment since September 1956.

(2) The loss of a day because of Labor Day and the incorporation of the DD/S Exhibit into the schedule have necessitated the temporary dropping of lectures on Security Support, Medical Support, Personnel Support, Finance Support, and the Cable Secretariat. It is expected that the DD/S Exhibit will supply the material thus omitted.

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(3) [ ] reviewed the film "The Day North America was Attacked." It was considered unsuitable for use in IO.

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C. Intelligence Production

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(1) [ ] of the A & E Staff visited the Reading Lab on 28 August to discuss the possibility of using the Harvard film texts and questions as part of a project he is working on for the DD/P. [ ] suggested that the film texts and questions prepared for the Purdue series would be more suitable for his purpose.

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(2) [ ] met with [ ] on 29 August to discuss the progress made on revising the reading tests.

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(3) [ ] Office of the DD/I, has requested six additional copies of the Staff Study "Informational Correspondence in the DD/I Offices."

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(4) At the request of [ ] former Chief Instructor of Reading Improvement, [ ] sent to her copies of unclassified reading tests and handout material. Mrs. [ ] is now setting up a reading course for the Atomic Energy Commission.

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D. Operations Support

(1) The Training Manual pertaining to supply procedures for Field Case Officers has been submitted in final form to [ ] for review and publication. The official concurrences of the Supply Division, OL, and [ ] Chief, CI Staff [ ] have been obtained.

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(2) The film "House on 92nd Street" will replace "Undercover" in Operations Support #28. [ ] are preparing the test questions to be used with this film.

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(3) [ ] ran a Cable and Dispatch Refresher for [ ] secretaries from the Office of the Comptroller on 27 and 28 August.

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(4) Budget and Finance Procedures #4 started on 3 September with an enrollment of [ ] students. [ ] students were originally enrolled, but at 4:30 on Friday NEA cancelled its [ ] students. One NEA student had not passed his medical so had not been assigned to that Division.

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(5) Operations Support was completed on 30 August.

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(6) Administrative Procedures #74 will begin 9 September. The enrollment to date is [ ]

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(7) [ ] gave the Foreign Assignments talk in the Dependents' Briefing on 3 September.

E. Management Training

Nothing specific to report. Hard work continues in preparing for presentations of Basic Management and Basic Supervision this month, meanwhile breaking in two completely new staff members.

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F. Clerical Training

(1) During the week of 26 August there were [ ] people in Clerical Induction Training. [ ] of these people entered class for the first time.

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(2) There were [ ] people in Clerical Orientation this week. This was the sixth week when a capacity crowd was handled, making a total of [ ] trainees attending Orientation for the period between the middle of July and the first of September. The peak of the summer's rush has been reached and numbers will probably be lower this month.

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(3) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 26 August were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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G. Visual Aids Section

On 3 September the Visual Aids Section became part of the Instructional Services Branch and from now on will submit its weekly report to that Branch.

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III. PERSONNEL NOTES

A. [ ] returned from sick leave on 3 September.

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B. [ ] completed Operations Support #27 on 30 August.

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C. [ ] returned from sick leave on 3 September.

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D. On Friday, 30 August, [ ] made his second solo flight in 40 years. He plans to take up cross-country flying and study navigation in the fall and proposes that the Agency form a [ ] so that others may enjoy this relaxing sport at minimum expense.

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